

COVID-19 Door County Circuit Court Operating Plan

Recognizing the need to ensure the health and safety of litigants, attorneys, visitors, court staff, judges, and other individuals entering the buildings housing the courts, the courts of Door County will immediately implement the following protective measures:

General

1. The county judiciary has established a stakeholder committee to discuss and consider the recommendations outlined in the Wisconsin Courts COVID-19 Task Force report and Wisconsin Supreme Court orders adopting them.
2. All judges will use all reasonable efforts to conduct proceedings remotely.
3. Before calendaring in-person hearings, the stakeholder committee has addressed staffing needs and has procured any equipment and supplies deemed necessary.
4. The stakeholder committee will continue to meet regularly, maintain communication with the Door County Public Health Officer and the Door County Director of Emergency Management, and will adjust this operating plan as necessary with any changes in the public health conditions in the county.
5. Judges will begin setting non-essential in-person proceedings no sooner than June 29, 2020. All statutory and constitutional requirements for in-person proceedings will be honored.

Judge and Court Staff Health

1. Judges and court staff who can perform the essential functions of their job remotely will continue to do so, whenever possible.
2. The health of judges and all court staff will be monitored by use of the Door County Employee COVID-19 Screening Questionnaire attached as Exhibit 1. Employees will complete and sign the questionnaire upon return to work upon termination of the county furloughs, starting the week of May 26, 2020.
3. Judges and court staff will be required to practice social distancing, and practice appropriate hand hygiene recommendations at all times. All employees are required to wear face coverings when entering and in the common areas of the workplace consistent with Door County Phase I Reopening the Workplace May 26, 2020 – June 30, 2020 attached as Exhibit 2. Face coverings are mandatory for everyone in the courtroom.

Scheduling

Zoom hearings have been effective for a variety of court matters. Zoom enables social distancing. Additionally, Zoom enhances hearings in myriad ways. It will continue to be utilized as appropriate.

The following court hearings will be conducted by Zoom through at least August 31, 2020, subject to requests of counsel:

Guardianship Hearings

Mental Commitment Hearings

All matters scheduled before the Family Court Commissioner

Any other matter as deemed appropriate by the court official or as requested by a party and approved by the court to be suitable for Zoom.

When in-person hearings resume, efforts will be made to stagger court times to reduce occupancy and support social distancing.

Unless otherwise required, jury trials will not resume until a Jury Trial Plan is approved and in place. No jury trials are scheduled through August 2020.

Vulnerable Populations

1. Individuals who are over age 65 and individuals with serious underlying health conditions, such as high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune systems are compromised such as by chemotherapy for cancer or other conditions requiring such therapy are considered to be vulnerable populations.

2. Each judge will include information on orders setting hearings, dockets notices, and in other communications notifying individuals who are in vulnerable populations of the ability to contact the court to identify themselves as a vulnerable individual and receive accommodations.

3. Vulnerable populations who are scheduled for court will be accommodated in the same manner court staff addresses accommodations under the Americans with Disabilities Act. Specific to the current health crisis, options include use of Zoom Videoconferencing, telephone appearances, view of proceedings in a nearby room*, rescheduling hearings, and offering a mask.

*Branch 1 and Branch 2 can send video of court proceedings to another courtroom. At the back of Branch 1, a media room allows viewing and listening to proceedings separate from the courtroom gallery.

Social Distancing

1. All persons not from the same household who are permitted in the court building will be required to maintain adequate social distancing of at least 6 feet.
2. No more than two individuals not from the same household will be permitted in an elevator. If more than one individual from the same household is in an elevator, no other individuals will be permitted in the elevator.
3. Public common areas, including breakrooms, have been evaluated to determine the appropriate capacity to ensure social distancing and the maximum capacity has been posted. When necessary, areas have been taped off. Conference space available: Jury Assembly Room, Media Room, and Family Court Commissioner Conference Room** adjacent to judicial suite. **The Family Court Commissioner Conference Room may only be used if the occupants close the door.

Gallery

4. Social distancing in the courtroom will be monitored and enforced by the court official and court staff. The gallery of the courtroom has been marked to identify appropriate social distancing in the seating area. Seating is limited to every other row.

Well

5. In each courtroom, the counsel tables, attorney chairs, witness stand, judge's bench, and clerk, court reporter, and bailiff seating have been arranged in such a way so that there is physical distance between each space. The Court will make exception to allow attorneys and clients to deviate from social distance protocols with each other when necessary.

Hygiene

1. Hand sanitizer dispensers have been placed at the entrances to the building and in the second floor hallway.
2. Disinfectant spray and paper towels are available in each courtroom for use at the counsel tables, the witness stand, and the clerk's desk.

3. Door County Public Health, CDC, and Wisconsin DHS flyers regarding appropriate hygiene, social distancing, or masking guidance have been posted in multiple locations on each floor of the court building. Spanish language flyers provided by the Office of Court Operations are also posted in the court building.

Screening

1. Individuals will be encouraged not to enter the court building if they are feeling feverish; have a cough, shortness of breath, or difficulty breathing; or have been in close contact with a person who is confirmed to have COVID-19. If required to appear in court, the appropriate court office will be immediately notified.
2. The court will rely on inmate screening for COVID-19 by the Door County Jail or other correctional facility for inmates transported to court. Inmates with symptoms or a temperature equal to or above 100.4°F should not be transported to the courtroom.

Face Coverings and Hand Sanitation

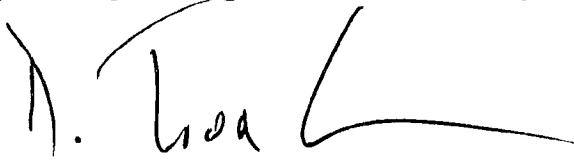
All individuals entering the court building will be strongly encouraged to wear face coverings at all times and sanitize their hands as they enter. Individuals will be encouraged to bring their own cloth face coverings, but an individual without a face covering will be provided a face covering. All individuals entering a courtroom will be required to wear face coverings at all times, except for religious objections or medical reasons, and sanitize their hands as they enter. Any individual who refuses to comply with these procedures may be excluded from entering the courtroom.

Cleaning

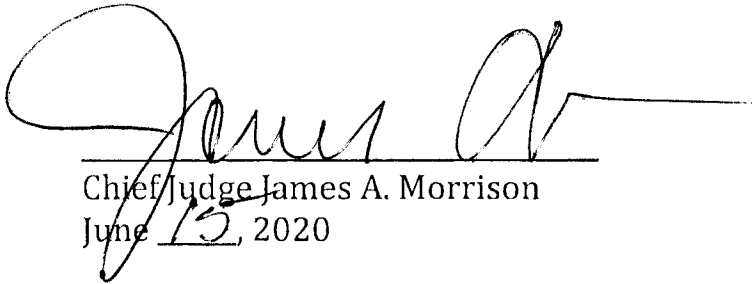
1. Court building cleaning staff will clean the common areas and courtrooms regularly throughout the day as required by the number of visitors to the building and courtrooms.
2. At a minimum, court building cleaning staff will clean the courtrooms between morning and afternoon proceedings, and at the end of each day the courtroom is used.
3. Court building cleaning staff have been provided cleaning supplies shown to be effective with this coronavirus.

4. Court building cleaning staff have been trained on proper cleaning techniques and provided appropriate personal protective equipment.

I have conferred with Judge Weber and Commissioner Moeller regarding this Operating Plan. In developing the plan, I consulted with the stakeholder committee. A list of members on the committee is attached to this plan. I will ensure that the judges of courts with courtrooms in the court building covered by this Operating Plan will conduct proceedings consistent with the plan.



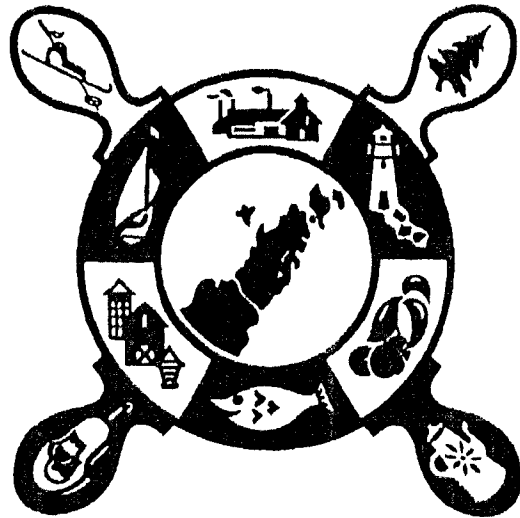
Presiding Judge D. Todd Ehlers
June 12, 2020



Chief Judge James A. Morrison
June 15, 2020

Stakeholder Committee Members

Judge D. Todd Ehlers
Judge David L. Weber
Commissioner Jennifer A. Moeller
Clerk of Court Connie DeFere
District Attorney Colleen Nordin
Sheriff Tammy Sternard
Corporation Counsel Grant Thomas
County Administrator Ken Pabich
Emergency Management Director Dan Kane
Public Health Officer Sue Powers
Facilities and Parks Director Wayne Spritka
Public Defender Tara Teesch
Attorney Nina H. Martel
Attorney Jon Pinkert
Wisconsin Corrections Field Supervisor Andrew Nieman
District Court Administrator Thomas Schappa



DOOR COUNTY

PHASE I REOPENING THE WORKPLACE

May 26, 2020-June 30, 2020

TABLE OF CONTENTS

Social Distancing.....	3
Physical Workspace Modifications.....	3
Building Access.....	3
Limiting In-person interactions and physical contact.....	3
Employee scheduling and remote working	4
Remote working and school/childcare closures.....	4
Personal Protective Equipment (PPE).....	4
Cleaning and Disinfecting.....	4
Procedure if a COVID-19 positive employee has been at work	5
How Should I Record My Timesheet?	5
When Do I need to Self-Monitor, Quarantine, or Isolate?.....	5
Communication to Employees	6
What we are doing at the county to ensure your safety	6
We ask that everyone.....	6

SOCIAL DISTANCING

Departments should develop social distancing plans to maintain 6-foot social distancing. Three key factors for consideration include the following: 1) Physical workspace modifications, 2) Limiting in-person interactions and physical contact, and 3) Employee scheduling and remote working.

Physical Workspace Modifications

Department Heads should determine what, if any, modifications need to be made, such as

- separating desks and work stations;
- making only certain workstations available;
- closing or modifying common/conference rooms and break rooms/cafeterias;
- modifying high-touch surfaces, such as leaving doors open to reduce touches;
- displaying markings on floors or signs reminding customers and employees to maintain social distancing in areas where people congregate;
 - a. to avoid touching surfaces unnecessarily;
 - b. to wash your hands with soap and water for 20 seconds on a regular basis;
 - c. to wear a face covering where social distancing is not possible or unlikely to be effective
- Installing plexiglass barricades at front counters
- eliminate personal or pedestal fans, humidifiers, and heaters that have fans.
- hand sanitizer, soap, and disinfecting wipes should be made available

Facilities staff may be able to assist you with implementing modifications.

Building Access

Meeting with the Public:

- The buildings will remain locked to the public;
- Public access shall be by appointment only;
- The department being visited shall meet the party at the building entry door, accompany them to the office, and again accompany them to the exit door after the appointment.
- Any visitors are required to wear a mask and maintain the 6-foot social distancing requirements.
- The County will supply masks to any visitor that does not have one.
- The Justice Center should follow this to the extent that it is not inconsistent with the Supreme Court's COVID-19 Task Force Plan.

Limiting In-person Interactions and Physical Contact

Potentially including:

- Holding fewer in-person meetings and using increased conference calls or video conferences;
- Limiting the size of in-person gatherings/social events (e.g., less than five people);
- Instructing employees not to use other employees' workspaces or equipment;
- Establishing ongoing restrictions regarding travel, including to client/customer meetings and events, or for meetings/conferences; and setting staggered or spaced meal schedules.

- Out of County work travel is not allowed until further notice, unless it is required for your job duties, please discuss with your Department Head.

EMPLOYEE SCHEDULING AND REMOTE WORKING

Departments should consider ways of reducing the number of employees present at the workplace. Possible options include staggered shifts, flexible work schedules, off hour/weekend shifts, and/or continued telework. Remote working is encouraged if the work allows it and sufficient equipment is available. Departments should consider impacts on management, communication, and staffing as certain operations are on site while other employees (or entire teams) continue to telework.

If an employee will continue to work from home the employee should complete a Telework Request Form and submit it for approval to their supervisor.

REMOTE WORKING AND SCHOOL/CHILDCARE CLOSURES

The following shall only apply to non-essential personnel. All non-essential employees impacted by the school/childcare closures must report to their supervisors the impact to their ability to work over the closure period. The following is the procedure for working with impacted non-essential employees at this time:

- Supervisors should attempt to provide flexibility in working location and schedule for employees affected by school/childcare closures.
- If flexibility is not an option, employees may be eligible for the Emergency Family and Medical Leave Expansion Act (EFMLEA) and should contact Human Resources to discuss options.
- Contact Human Resources for additional details and availability.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The County strongly encourages employees to obtain their own masks. In the event they are not able to do so the County Emergency Management staff will make cloth masks and gloves available for employees if they are unable to provide their own. Departments should consider whether they will need PPE. Key considerations include the following:

- All employees are required to wear a mask when entering and while in the common areas of the workplace.
- Whether gloves are necessary for any areas/duties (i.e., taking/giving money to customers). It is recommended that you wash your hands and/or use hand sanitizer over wearing gloves. Also, avoid touching your eyes, nose, and mouth.
- Whether additional PPE, if any, is required for employees in higher-risk positions.

CLEANING AND DISINFECTING

- Departments may contact the Facilities Director to develop a checklist of high touch and common use areas that will be disinfected at a higher frequency utilizing CDC guidelines.

- Making cleaning supplies/hand sanitizer available to employees (and customers/visitors). Departments should contact Facilities Director to coordinate orders of cleaning and sanitizing supplies.
- Departments are responsible for cleaning/disinfecting the meeting/conference room areas after each use.
- County owned vehicles shall be cleaned/disinfecting after each use by the individual user.

PROCEDURE IF A COVID-19 POSITIVE EMPLOYEE HAS BEEN AT WORK

The county will immediately communicate with the staff of the impacted building and close/disinfect the area used by the COVID-19 positive staff member. Confidentiality for the impacted employee must be maintained. Our Public Health Department will conduct a communicable disease investigation to determine the impact of the diagnosed employee's contact with coworkers, the public and their family and quarantine accordingly. Employees who had close contact with the COVID-19 positive staff member may be asked to go home. Employees diagnosed with COVID-19 will be required to quarantine for 14 days and only return to work if they are symptom free for 72 hours.

HOW SHOULD I RECORD MY TIMESHEET?	
Generally	Employees are to follow Door County Policy, including the changes implemented by Resolution 2020-22 (Temporary Supplemental Policy - Emergency Paid Sick Leave (EPSLA) and Emergency Family and Medical Leave Expansion Act (EFMLEA)).
	Reason
Regular time codes	You are performing your normal duties from home or in the office
EPSLA	Criteria outlined in policy- inability to work due to need to care for a child; MUST receive prior approval using written request form
EFMLEA	Criteria outlined in policy – related to COVID-19 (see policy); MUST use written request form as soon as practicable.
Supplemental Paid Leave (SPL)	Criteria outlined in SPL Administrative Leave Order dated March 16, 2020. See Order for outline and details.
Paid Time Off (PTO); Personal Day; Compensatory Time; Time off Without Pay	Used for all non-COVID-19 related work absences. See Door County Policy and Administrative Handbook for details.
If you have questions on pay codes, please contact Kelly Hendee, Human Resources Director, at 920-746-2306 or khendee@co.door.wi.us	

WHEN DO I NEED TO SELF-MONITOR, QUARANTINE, OR ISOLATE?

All employees shall be self-screened upon entering the workplace. Each employee will be required to complete a questionnaire and submit that to their immediate supervisor. If an employee has symptoms of acute respiratory illness, they should be sent home and they should CALL their primary care provider and describe the symptoms and follow the medical advice. The county is not currently requiring a doctor's excuse to return to work if an employee exhibits symptoms of COVID-19. We do ask that they honestly report their health status to their Department Head or HR and not return to work until they are symptom free for 72 hours.

- If you or someone in your home might have been exposed.
 - Self-Monitor and be alert for symptoms. You may continue to work if you have been symptom free for the previous 72 hours.
- If you feel healthy but recently had close contact, or someone in your home had close contact, with a person with COVID-19 or recently traveled from somewhere outside the U.S.
 - Self-Quarantine at home for 14 days and self-monitor. Check your temperature twice a day and watch for symptoms. You may return to work on the 15th day if you have been symptom free for the previous 72 hours.
- If you have been diagnosed with COVID-19 or are waiting for test results; have multiple symptoms of COVID-19 such as cough, fever, and shortness of breath; or have been provided a doctor's note to self-isolate follow the guidelines provided by the CDC, Public Health authorities in your area, and the Centers for Disease Control (CDC).

COMMUNICATION TO EMPLOYEES

Departments should develop a safety communication plan for returning employees that

- Explains safety protocols (what measures the county is taking and what precautions employees should take), and where to report any issues
- References any benefits the department is making available (plus a potential reminder about the county's employee assistance program).

WHAT WE ARE DOING AT THE COUNTY TO ENSURE YOUR SAFETY

- Increasing the frequency and intensity of our cleaning/disinfecting and focusing our efforts in high-touch areas, including restrooms, door handles, railings, and water fountains (e.g. Use of an electrostatic disinfectant sprayer).
- Deploying a public information campaign in our facilities to reinforce preventative measures that each of us can take to help limit the spread of COVID-19.
- Prohibiting county-sponsored travel outside Wisconsin – no county funded out of state travel is allowed until further notice.
- Asking staff who are not feeling well to stay home.

WE ASK THAT EVERYONE

- Wash hands frequently and thoroughly for at least 20 seconds with soap and water.
- Please stay at home if you are sick. The CDC guidelines are here:
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>.

- Contact your health care provider if you develop COVID-19-like symptoms, including fever, cough or difficulty breathing.
- Regarding personal travel, employees are directed to communicate personal travel plans to their supervisor or to human resources. It is strongly recommended that employees postpone or cancel personal travel outside of Wisconsin. Employees may face a higher risk of infection, significant delays returning to Wisconsin, and/or the requirement to self-isolate upon return, all of which could significantly impact professional and personal obligations at great individual expense.

Door County Human Resources
Form #: 2020-19

Title:

Self-Reporting Questionnaire

Date: June 12, 2020

Date Created
5/21/2020

Date Revised

Door County Covid-19 Questionnaire

EMPLOYEE COVID-19 SCREENING QUESTIONNAIRE

The safety of our employees is our overriding priority. As the coronavirus (COVID-19) pandemic continues, we are monitoring the situation closely and following the guidance from the Centers for Disease Control and Prevention and local health authorities. In order to prevent the spread of the coronavirus and reduce the potential risk of exposure to our workforce, we are asking everyone to complete and submit this questionnaire prior to entering the worksite. This is intended to make you aware of symptoms and take immediate and appropriate action should you experience any.

Please respond to each of the following questions truthfully and to the best of your ability. Your participation is important to help us take precautionary measures to protect you and our other employees.

Name: _____

Phone Number (mobile/home): _____

Position: _____

Representations

1 Are you experiencing, or have you experienced in the past 2-14 days, any of the following symptoms?
Yes No Fever (100.4° F/37.8° C or greater as measured by an oral thermometer)
Yes No Cough
Yes No Shortness of breath or difficulty breathing
Yes No Sore throat
Yes No New loss of taste or smell
Yes No Chills
Yes No Head or muscle aches
Yes No Nausea, diarrhea, vomiting

2 In the past 14 days, have you been in close proximity to anyone who was experiencing any of the above symptoms or has experienced any of the above symptoms since your contact?
Yes No

3 In the past 14 days, have you been in close proximity to anyone who has tested positive for COVID-19?
Yes No

4 Have you been tested for COVID-19 and are waiting to receive test results?
Yes No

5	<p>Have you have tested positive for COVID-19, or are you presumptively positive for COVID-19 based on your health care provider's assessment or your symptoms? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>NOTE: If you have tested positive for COVID-19 or have been presumptively positive for COVID-19 based on your health care provider's assessment or your symptoms, please contact your manager and/or human resources representative when: (1) you have had no fever for at least 72 hours (3 full days), without the use of fever-reducing medications; (2) your other symptoms have improved; and at least 10 days have elapsed since your symptoms first appeared.</p>
6	<p>Is there any reason why you feel you are at higher risk of contracting COVID-19 or experiencing complications from COVID-19 by entering the facility? If "yes", please provide a brief explanation. Yes <input type="checkbox"/> No <input type="checkbox"/> Explanation:</p>

Certification

I hereby certify that the responses provided above are true and accurate to the best of my knowledge.

I understand that at any time during my presence in the workplace, should I experience any of the above symptoms that I will self-report them to my immediate supervisor and take the appropriate actions necessary. I acknowledge receiving 'How to Protect Yourself ad Others' posting from the CDC website. I may be asked each day I am scheduled to work whether I have any of the above listed symptoms.

Signature: _____ Date: _____

Note: The information collected on this form will be used to determine only whether you may be infected with COVID-19. The information on this form will be maintained as confidential. Any questions should be directed to your manager or your human resources representative.

Signature of Employee:	Date:
Signature of Supervisor:	Date: